

## CANDIDATE REFERENCE CHECK FORM

Candidate Name \_\_\_\_\_ Contractor Name \_\_\_\_\_

Reference Checked By \_\_\_\_\_ Reference Check Date \_\_\_\_\_

### Reference Information

Contact Person \_\_\_\_\_ Organization Name \_\_\_\_\_

Title \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship to Candidate \_\_\_\_\_  
(Supervisor, Colleague, Customer, Other)

Project Title \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Description of Project

Primary Duties

### Rate the applicant in the following categories

Categories	Fair	Good	Very Good	Excellent
Quality of Work	-- -----	-----	-----	-----
Technical Ability	-- -----	-----	-----	-----
Communication Skills	-- -----	-----	-----	-----
Problem Solving Skills	-- -----	-----	-----	-----
Productivity	-- -----	-----	-----	-----
Willingness to Take Direction	-- -----	-----	-----	-----
Meeting Target Dates	-- -----	-----	-----	-----
Initiative	-- -----	-----	-----	-----
Attendance/Punctuality	-- -----	-----	-----	-----
Team Attitude	-- -----	-----	-----	-----

Would the Reference/Contact person rehire the candidate or recommend the candidate for a position with their organization? Yes or No

Other Remarks or Comments